



Montana University System
Office of the Commissioner of Higher Education
46 N. Last Chance Gulch, P.O. Box 203201, Helena, MT 59620-3201

REQUEST FOR PROPOSAL

August 31, 2006

Program Title:

**MONTANA'S NEW HOMESTEAD ACT:
WORKFORCE INNOVATION IN REGIONAL ECONOMIC DEVELOPMENT (WIRED)**

**2006 PROGRAM APPLICATION GUIDELINES
FOR CLUSTER HUB DEVELOPMENT GRANTS**

In January, 2006, the US Department of Labor announced the application from Governor Schweitzer for Montana's WIRED proposal was one of 13 approved out of over 90 applications nationwide. Montana's WIRED proposal focused on the development of the bio-product industry in 32 counties of Eastern Montana (please refer to attached map). The Office of the Commissioner of Higher Education, Workforce Development Unit is a subgrantee of the Montana Department of Labor and Industry, the administrative entity, to implement a portion of Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) proposal.

The purpose of the Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) initiative is to establish a globally competitive bioenergy and bioproducts manufacturing cluster in central and eastern Montana by utilizing existing cohesive partnerships with business and industry, education, community development organizations, state and tribal governments and philanthropic foundations. These partnerships will develop sustainable industry in rural central and eastern Montana; create high-paying jobs in management, engineering, marketing, manufacturing and construction; and increase the net return and stability of farm income.

The Office of the Commissioner of Higher Education has available at a minimum of approximately \$1 million Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) funds annually for three-years. These funds will be used to establish Bioenergy and Bioproducts Manufacturing Cluster Hubs in two- and four-year colleges located within the targeted region. This collaborative educational model will focus on the development of (1) systems level curriculum roadmap with supporting course materials using the Bioenergy and Bioproducts industry cluster as context, (2) innovative delivery models, (3) Manufacturing Career Cluster model that provides students and incumbent workers the educational information to create a career pathway, (4) models for increasing collaboration with industry partners to develop a competency-based modular training program, and (5) entrepreneurship training. This RFP requires that the grantees will interact with the grantees from the business-commerce RFPs and the grantees must show how they will contribute to sustainable transformation in the region. Grantees will be expected to share their project information and to participate in overall activities of Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED).

Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) grants are funded with H-1B fees as authorized under Sec. 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV), as amended. 29 USC section 2916a(2) establishes that U.S. Department of Labor WIRED (H-1B) funds are limited by law to the following:

1. Provide job training and related activities to assist workers (including unemployed and employed workers) in gaining skills and competencies needed to obtain or upgrade career ladder employment positions in high growth industries and economic sectors.
2. Assist in the development and implementation of model activities (such as curricula to build core competencies and train workers, identify and disseminate career and skill information, and increase the integration of community and technical college activities with activities of business and the public workforce investment system).

To apply for a Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) competitive Cluster Hub Development grant from the Office of the Commissioner of Higher Education, Workforce Development Unit, please submit the following:

1. Cover Letter (Format for Proposal)
2. Proposal
3. Certification and Assurances Form
4. Objectives, Activities and Evaluation Form
5. Detailed Budget Form with a Budget Narrative
6. Debarment Form

The application can be accessed through the OCHE Workforce Development website:
<http://www.montana.edu/wochewd/>

Due Date: September 29, 2006

Submit Application Packages to: **Attn: David Hall, WIRED Grant Specialist**
Office of the Commissioner of Higher Education
46 North Last Chance Gulch
PO Box 203201
Helena, MT 59620-3201

Direct all inquiries regarding these applications to David Hall at: dhall@oche.montana.edu (406) 444-0608
A Question/Answer section will be available on the website www.montana.edu/wochwd/

**PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED
APPLICATIONS WILL NOT BE CONSIDERED.**



REQUEST FOR PROPOSALS Fiscal Years 2007-2009

A. Eligibility

To be eligible to submit an application through this Request for Proposal, the following criteria must be met.

- The applicant must be a two-or four-year public postsecondary institution located within the 32 county **Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED)** region (see map).
- The application must be submitted as a single administrative package by the lead institution responsible for overall management of the partnership activity with administrative responsibility for the proposed effort.

B. Funding Source, Funding Distribution, and Duration

Source: U.S. Department of Labor: Workforce Innovation for Regional Economic Development Grant: Grantee

Montana Department of Labor and Industry: Grant Administrator

Office of Commissioner of Higher Education (OCHE): Subgrantee

Note: Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) grants are funded with H-1B fees as authorized under Sec. 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV), as amended. 29 USC section 2916a(2) establishes that U.S. Department of Labor WIRED (H-1B) funds are limited by law to the following:

1. Provide job training and related activities to assist workers (including unemployed and employed workers) in gaining skills and competencies needed to obtain or upgrade career ladder employment positions in high growth industries and economic sectors.
2. Assist in the development and implementation of model activities (such as curricula to build core competencies and train workers, identify and disseminate career and skill information, and increase the integration of community and technical college activities with activities of business and the public workforce investment system).

Funding Distribution:

OCHE will award multiple grants subject to the availability of funds and quality of proposals. Award amounts may vary depending upon type and duration of grant.

Total Funds Available Annually: \$1,000,000 (may vary depending upon priorities as determined by the Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) Executive Committee).

Duration of Grant: One to three years based upon objectives of grant and approval of continuation application, if applicable.

C. Purpose

The purpose of the Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) initiative is to establish a globally competitive bioenergy and bioproducts manufacturing cluster in central and eastern Montana by utilizing existing cohesive partnerships with business and industry, education, community development organizations, state and tribal governments and philanthropic foundations. These partnerships will develop sustainable industry in rural central and eastern Montana; create high-paying jobs in management, engineering, marketing, manufacturing and construction; and increase the net return and stability of farm income.

This is to be accomplished through a collaborative effort with Montana's Department of Labor and Industry, Department of Agriculture, Department of Commerce, Governor's Office of Economic Opportunity and the Office of the Commissioner of Higher Education. The education and training focus will incorporate development of Cluster Hubs and Career Cluster pathways.

The Montana Department of Commerce materials can be accessed on their website:

http://businessresources.mt.gov/BRD_Wired.asp .

Building a System of Cluster Hubs and Spokes—Principles Underlying Cluster Hubs (Rosenfeld, 2004)

Functions of College Cluster Hubs

Cluster Hubs can do many things to meet a cluster's needs. The following are examples of functions that are carried out by some colleges in some places to complement or supplement their education and training programs. No college has attempted to do everything suggested. The priorities for any single Cluster Hub depend on availability of resources, internal capacity and expertise, firms' access to other support agencies or service companies for these functions, and the needs of the cluster. Typically, in rural areas where fewer sources of support and expertise for employers are available, colleges do more than in large metro areas.

Cluster Hub Functions

- Develop new curricula using direct industry input
- Monitor cluster trends, assess needs
- Create skill standards as needed

- Facilitate workplace learning
- Participate on cluster councils
- Promote cluster-related entrepreneurship
- Conduct global benchmarking, retain global perspective
- Build regional skills alliances
- Advance cooperation between all levels of the education system
- Host and deliver complementary services
- Provide cluster information portals
- Be flexible and accountable

There are a number of general principles that are associated with success in implementing a Cluster Hub. Technical colleges should:

Be employer driven

Curricula, programs, and services should be influenced by current and emerging needs of the cluster as best articulated by the leaders and innovators and by best practices, not by political considerations. This can mean that on the demand side, the firms that appeared to be most likely to survive and grow and offer high wage employment to the community are the clusters worth considering by the college.

Work in partnerships

Cluster Hubs should work closely with organizations whose missions overlap or complement their own, (e.g., economic development agencies, universities, nonprofits, and other colleges, directing customers to other organizations where appropriate). They should share specialized resources and expertise freely and proactively with all institutions in the state in order to help colleges assist firms not located within the cluster's larger concentrations, particularly rural areas. Hubs should take part in national and international networks and associations that help the college to stay abreast of new innovations and best practices, access new materials and curricula, and build international recognition.

Stimulate economic development

Cluster Hubs should be a driving force for the economic development of communities, regions, and states by helping to attract new firms and by helping existing firms expand and compete. Cluster Hubs tend to make colleges flexible and able to react swiftly to changing market demands, partly because they challenge some of the traditional organizational and decision-making structures of the colleges.

The most effective Hubs bring technical curricular programs and non-credit customized training closer together, because they work to provide a "whole industry" approach that encompasses both educating youth and upgrading skills of current workers. Hubs are most effective if they hire some management and faculty with recent industry experience and encourage them to remain active in their industry and professional associations.

Many industries including manufacturing have a critical need for employees in jobs that are neither currently popular nor offer high entry level wages. In order to meet the current and future demand for mid-level skilled technicians, it is essential that more people enter into technical programs. In order to motivate more students to fill that demand, colleges and employers must be able to show students that there are pathways for advancement. An industry cluster approach is compatible with the development of career clusters. Industry clusters make advancement opportunities more transparent.

Reference

(Rosenfeld, S. March 2004. *Clusters and Competencies: Workforce Development and South Carolina's Economy*. Regional Technology Strategies, Inc.)

PRIORITIES: The following priorities are required as integral components of a Cluster Hub Development Grant

1) Strategic Agreements

- Establish agreements with other academic institutions and K-12 schools as subgrantees. The subgrantee does not have to be located within the **Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED)** region, although it is encouraged. Rationale for including partners not located within the **Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED)** Region must demonstrate the benefit to the project.
- Partner with not-for-profit organizations, private sector organizations, entrepreneurs, state and local government entities, trade and professional associations as appropriate.
- Establish a Cluster Hub Advisory Committee to include representatives from the above mentioned groups.

- 2) **Each applicant is required to select an area of expertise that supports the development of the bioenergy/bioprocess industry and its workforce needs.** Justification for that choice must be included. Resources describing Industry Clusters and use of Cluster Hubs are included at the end of this application.

Examples of Cluster Hubs/Centers established by the North Carolina Community College Systems' BioNetwork are listed below with a link to the website:

- BioNetwork Capstone
- BioProcessing
- BioEducation
- BioAgriculture
- BioBusiness

<http://www.ncbionetwork.org/index.cfm>

Other Examples:

- Entrepreneurship Training and Education in the bioenergy industry
- Alternative fuel and sustainable systems
- Maintenance testing and repair of turbine engines utilizing bio-fuel and bio-lubricants
- Automotive technology programs utilizing bio-fuel and bio-lubricants
- Biotechnologists, engineering technologists, and electronic specialists trained to work in the refining and streamlining of systems

Evaluation

Using the format provided, describe measurable methods you will use to determine the effect of each objective in accomplishing the project. Indicate when evaluations will occur during the project period, who will collect the data, and how it will be collected. Include coverage on how your institution will leverage and attract new resources to sustain the Cluster Hubs after the project is complete. Once the cluster hubs have been identified, a process will be developed to assist grantees in collaboration. Grantees may be involved in the MT DOL evaluation process.

Budget and Budget Narrative

A description of the expenditures will be made in Personal Services/Salaries and Benefits, Operating Expenses and Equipment budget categories. If Indirect Costs are being requested (up to 5% of the Personnel and Operating Expenses categories), document the recipient's approved restricted indirect cost rate. Describe what other funds, if any, will be used to achieve project objectives.

D. Criteria for Evaluating RFP**5 points – Abstract of Proposal (one page limit)**

Provide a one-page abstract that briefly describes the rationale for the project, objectives of the project, role of subgrantees, and evaluation strategies.

15 points – Statement of Need

Describe the funding priorities the proposal specifically addresses. Provide the rationale and data to support the relevance of the priorities of the grant to state, regional and local needs, Describe the need this project is addressing that is not currently being met through other programs and/or projects.

15 Points – Objectives

Using the format provided, list the objectives that will be achieved as the result of the proposed project.

10 points – Strategies

Using the format provided, list the activities that will be carried out to accomplish EACH objective listed. State what will be done, by whom, and the timeframe for accomplishing these activities.

10 points – Leveraged Resources

Describe the ability of the recipient to support the project both programmatically and fiscally, if it were funded. Describe the effectiveness of the recipient to meet the priorities of the grant. Describe the qualifications of the project director and others implementing the project, including education and/or work experience for directing the activities of the proposed project. Grantees need to identify resources to sustain the project beyond the duration of the funding period.

10 points – Partnership and Coordination

Describe the agreements and partnerships developed for this proposal. Attach specific letters of support and non-duplication or signatures, titles and dates of review on a document specifically stating non-duplication and listing project objectives. Identify the roles and responsibilities of each partner in this project and their contribution to this initiative.

15 points – Evaluation

Using the format provided, describe measurable methods you will use to determine the effect of each objective in accomplishing the project. Indicate when evaluations will occur during the project period, who will collect the data, and how it will be collected. Applicants will identify benchmarks and target performance outcomes. Where ever possible, the US Department of Labor's Common Measures: Entered Employment, Retention, Earnings Increased, and Efficiency will be used.

5 points – Budget Narrative and Budget Form

Describe how the federal funds requested will be expended to achieve project objectives through the activities to be performed. Describe what expenditures will be made in Personal Services/Salaries and Benefits, Operating Expenses and Equipment budget categories. If Indirect Costs are being requested (up to 5% of the Personnel and Operating Expenses categories) document the recipient's approved restricted indirect cost rate. Describe what other funds, if any, will be used to achieve project objectives.

5 points – Dissemination

Describe the strategies to be implemented to assure statewide dissemination of the products of the project and methods for providing technical assistance to other institutions.

10 points – Program Management/Staff Qualifications

List the applicant's principal participants in the program with their qualifications and experience.

100 points TOTAL MAXIMUM POINTS! Proposals that do not achieve at least 50 points will be disqualified.

E. Application Requirements

Qualified proposals must meet the following criteria:

- Be submitted by an eligible recipient;
- Meet the grant priorities;
- Address each of the components in the RFP;
- Provide assurances and implementation procedures

Projects receiving funding must submit a comprehensive final fiscal and narrative report to the grant manager designated for the grant. The grant will be evaluated according to the accepted procedures for monitoring Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) funded grants in Montana. Monitoring/technical assistance visits from the Office of the Commissioner of Higher Education grant manager should be expected. As is the case with all Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) grants in Montana, failure to successfully complete this project will require that grant money expended must be reimbursed to the OCHE with non-federal funds.

F. Preparation and Formatting Requirements

The Request for Proposal is to be prepared and formatted according to the following specifications:

- The proposal is to be received by OCHE **no later than 5:00 PM, September 29, 2006.** The application is to be sent via US Postal Service, electronically, or hand delivered (electronically submitted applications must be followed with appropriate signature pages).
- Proposals will not be accepted if they are received after the above date.
- Proposals are to be submitted on white, 8 ½ by 11-inch paper using 10-12-pt Font.
- The pages of each copy of the proposal are to be attached using a simple clip. Do not place the completed proposal in a binder or folder.
- The format for the remainder of the proposal is to follow the outline in Section D.

NOTE: A proposal will not be considered if it is received after the submission deadline, does not include a signed Certificate and Assurances form or does not meet the application requirements stated above.

RFP APPLICATION CHECKLIST

SCHEDULE OF EVENTS

Have you read the entire document? Note critical items such as: deadlines, grant manager's contact information, project requirements and other mandatory requirements.

Have you followed the required RFP format when preparing your response? Responses should be clear and concise.

Have you provided complete answers/descriptions? Read and answer all questions and requirements. Do not assume that the State or evaluation committee will know the answers, even if you have received other grants from the State. RFP applications are evaluated solely on the information and materials provided in your response.

Have you used the forms provided (i.e. cover page, Certification and Assurances, Debarment form, etc.)?

Have you and the appropriate parties signed the required documents?

Have you completed your budget narrative in clear and precise detail? Remember to explain the amounts requested for each line item in detail.

Have you reviewed your application to make sure that it is accurate and complete? Make sure that you have addressed all of the requirements.

Have you submitted the grant application on time and by the method(s) required? Please note all of the deadlines listed on the Schedule of Events as well as throughout the document. Late, incomplete or unsigned applications will not be considered.

RFP Issue Date.....August 31, 2006
Deadline for Submission of Application Package.....September 29, 2006
Intended Date for Grant Award Notification.....October 16, 2006



**FORMAT FOR PROPOSALS
SUBMITTED IN RESPONSE TO
REQUEST FOR PROPOSALS FOR FUNDS
U.S. Department of Labor— Montana’s New Homestead Act:
Workforce Innovation in Regional Economic Development (WIRED) Grant**

IMPORTANT: Please type or print in ink. You may submit this report through email, fax or regular mail. **PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED REPORTS COULD RESULT IN FORFEITURE OF GRANT MONEY.**

Eligible Recipient	Date of Application	Applicant or Project ID Number (if applicable)
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Title of Proposed Project in 14 words or less (if applicable):

Project Address	City	State	Zip
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Project Director

Director’s Address (if different from above)	City	State	Zip
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Telephone Number (s)	Email Address
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Fax Number (s)

Fiscal Staff

Fiscal Staff Phone Number (s)	Email Address
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CERTIFICATION AND ASSURANCES

I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

The applicant will comply with the requirements of all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. In particular, funds will be used to supplement, and in no case to supplant, state or local funds.

The applicant assures the Montana Board of Regents that services provided under the approved project will not discriminate nor violate provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

Project Director Signature:

Date Signed:

Montana’s New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED)
CLUSTER HUB DEVELOPMENT GRANT
OBJECTIVES, ACTIVITIES AND EVALUATION

FY 06-09

OBJECTIVES-List each objective separately; show to which priority component the objective aligns	ACTIVITIES-List what, by whom and when activity will take place	EVALUATION-List measurable methods, when, by whom and how evaluation will take place

**FEDERAL VOCATIONAL FUNDS DETAILED BUDGET for WIRED Grantees
POSTSECONDARY INSTITUTIONS-CFDA #17.261**

Eligible Recipient: _____

OCHE Assigned Project Number : _____

		<i>Original Budget</i>		<i>Revision No. 1</i>		<i>Revision No. 2</i>	
		Federal Budget	Other Funds	Federal Budget	Other Funds	Federal Budget	Other Funds
Personnel Services							
1	Salaries						
2	Hourly Wages						
3	Employee Benefits						
4	Total Personnel Services	\$0		\$0		\$0	
Operating Expenses							
5	Contracted Services-Federal guidelines apply						
7	Audit Costs						
6	Printing						
8	Consumable Supplies						
9	Minor Equip. (<\$5,000)						
10	Postage and Mailing						
11	Telephone						
12	Travel						
13	Rent						
14	Utilities						
15	Repair and Maintenance						
16	Dues, Subscriptions						
17	Training Cost-Registration Cost						
18	Other						
19	Total Operating Exp.	\$0		\$0		\$0	
20	Indirect Costs (= <5 %)	\$0		\$0		\$0	
21	Major Equip. (=> \$5,000)						
22	Total Budget	\$0		\$0		\$0	

Date: _____

State _____

Approved _____

Signature: _____

Sample Budget Narrative-An Example only

Enter College Name

Program Name and Year

Personal Services

1. Salaries

Director

6/7 of a 9month contract .85 FTE

15 days of summer at the daily contract rate \$ _____

Program Coordinator

.50 (Grade __) FTE \$ _____

Total Salaries \$ _____

2. Hourly Wages

Fiscal Manager (hourly rate multiplied by total hours)..... \$ _____

3. Employee Benefits

Director

Health insurance \$ _____

Social Security & Medicare (rate____)\$ _____

Retirement (rate ____)\$ _____

Worker's Comp (rate ____)\$ _____

Unemployment (rate ____) \$ _____

Program Coordinator

Health insurance \$ _____

PERS (rate ____) \$ _____

FCIA (rate ____) \$ _____

UCC (rate ____) \$ _____

IAB (rate ____) \$ _____

Fiscal Manager

Social Security (rate____) \$ _____

Retirement (rate ____) \$ _____

Worker's Comp (rate ____) \$ _____

Unemployment (rate ____) \$ _____

Total Employee Benefits \$ _____

4. Total Personal Services \$ _____

Operating Expenses

5. Contracted Services \$ _____
Brief description, must not go over \$500.00/day per person

6. Audit Costs \$ _____
Brief description

7. Printing
In house Xerox costs \$ _____
Newsletters and flyers \$ _____
Total Printing \$ _____

8. Consumable supplies
Office supplies \$ _____
Software/computer supplies \$ _____
Total Consumable supplies \$ _____

9. Minor Equipment (<\$,5000)
Laptop computer \$ _____
Software update \$ _____
Total Minor Equipment \$ _____

10. Postage and mailing \$ _____

11. Telephone
Monthly charge \$ _____
Long distance \$ _____
Cell phone \$ _____
Total Telephone \$ _____

12. Travel
Conference
Mileage (___ at an average of ___ miles x \$0.445 per mile) \$ _____
Lodging (___ rooms at \$60 per room) \$ _____
13. Rent \$ _____
e.g. conference room
14. Utilities.....\$ _____
15. Repair and maintenance\$ _____
16. Dues, subscriptions.....\$ _____
17. Training Cost-Registration Cost.....\$ _____
18. Other \$ _____
19. Total Operating Expenses \$ _____
20. Indirect Costs (= $\leq 5\%$) \$ _____
Brief description
21. Major Equipment (= $\geq \$5,000$)\$ _____
Brief description
22. **Total Budget**\$ _____

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs

(a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

RESOURCES

Clusters and Competencies: Workforce Development and South Carolina's Economy. *Stuart Rosenfeld, Jim Jacobs, and Cynthia Liston, with assistance from Alicia Jolla and Jana Shannon.* A report to the South Carolina Policy Council in cooperation with the South Carolina Manufacturer's Alliance and the South Carolina Business and Industry Political Education Committee. The report examines the organization and programs of the state's technical college system in light of a new cluster-based economic development study about to be implemented and makes suggestions for aligning the system with the new strategy.

<http://www.rtsinc.org/publications.html>

Cluster-Based Workforce Development: A Community College Approach. *Stuart Rosenfeld, Jim Jacobs, and Cynthia Liston.* This white paper responds to the growing interest among states in using cluster-based approaches to economic development. It was prepared for a network of the leadership of ten U.S. community college systems in order to identify some ways they might re-orient their state systems of community colleges to most effectively support cluster strategies. The paper was funded in part by a grant from the Ford Foundation.

(2003)

<http://www.rtsinc.org/publications.html>

A Governor's Guide to Cluster-Based Economic Development *Stuart A. Rosenfeld* Guide provides tools for structuring economic development policies to help business clusters become more innovative and competitive. **(2002)**

<http://www.rtsinc.org/publications.html>

North Carolina Community College System BioNetwork is a statewide initiative that connects community colleges across North Carolina, providing specialized training, curricula and equipment, to develop a world-class workforce for the biotechnology, pharmaceutical and life sciences industries. All Community Colleges serving the pharmaceutical and biotechnology sector are part of BioNetwork.

<http://www.ncbionetwork.org/index.cfm>

SUPPLEMENTAL INFORMATION

FEDERAL RULES AND REGULATIONS

Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) funds are federal so a number of federal rules apply to all grantees. The federal Department of Labor requires in 20CFR667.200 that recipients follow Office of Budget and Management Circulars that define procurement requirements, eligible expenses, and other administrative and audit compliance regulations. Commercial for-profit contractors (grantees) are governed by requirements published at 48 CFR Chapter 1, Part 31 for cost principles and 29CFR, Parts 95 and 96 regarding administrative and audit requirements.

Please note that Montana's New Homestead Act: Workforce Innovation in Regional Economic Development (WIRED) statutes limit the uses of funds more than the circulars and CFRs. If there is a question regarding eligibility it is highly recommended that the Department be contacted and that all expenditures be directly related to job training and curriculum development.

Although the Department is attempting to summarize the regulations and focus projects in ways that trigger fewer requirements ultimately it is the grantee's responsibility to comply with the applicable requirements listed above and in 20CFR667.200 – provided below.

Educational Institutions (even if part of a State or local government) follow:

- A-21 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95), and
- A-133 for audit requirements

Non-Profit Organizations follow:

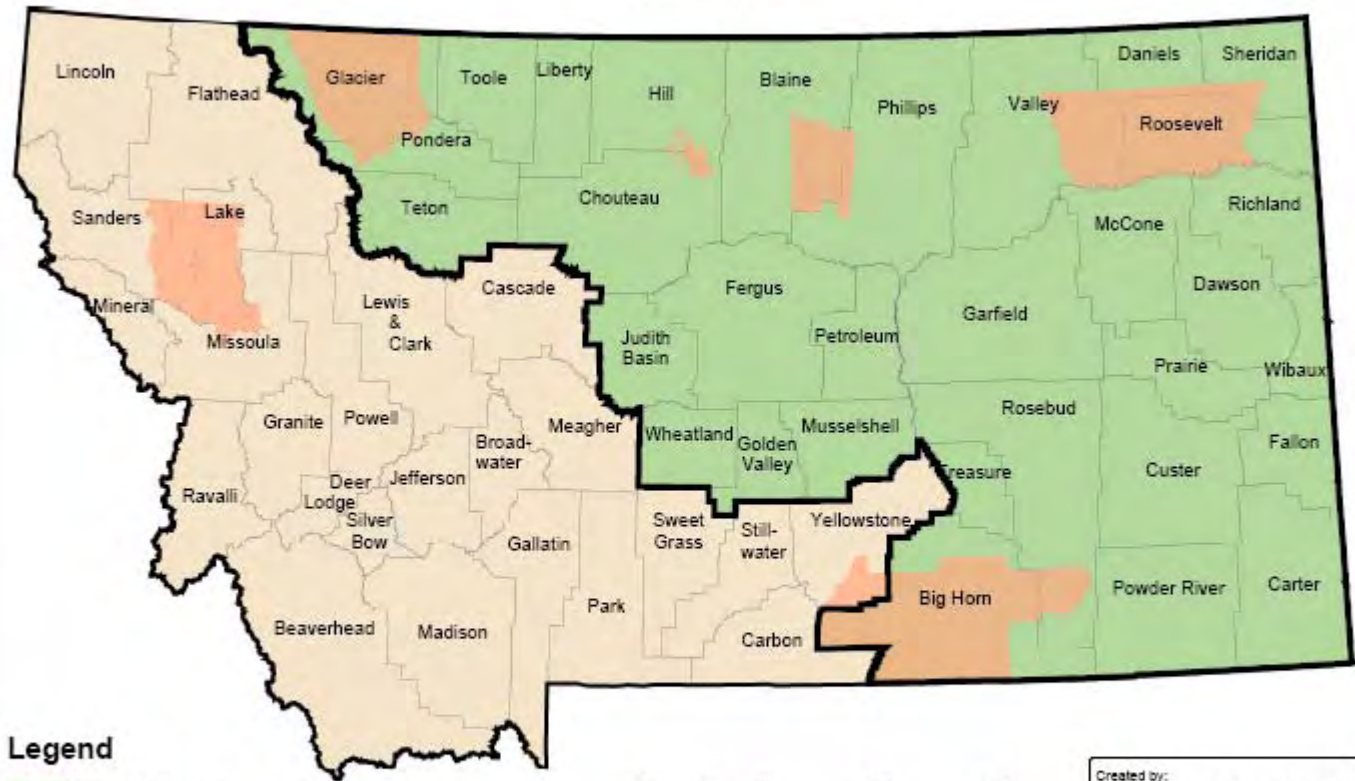
- A-122 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95), and
- A-133 for audit requirements

Circulars and complete versions of the Code of Federal Regulations that apply can be found at these sites:

OMB Circulars: www.whitehouse.gov/omb/circulars/index.html

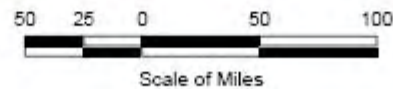
48 CFR and 29 CFR: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>

Workforce Innovation and Regional Economic Development - WIRED -



Legend

- WIRED Region
- Balance of the State
- Indian Reservation



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